
**RECORD SETS OF DSA APPROVED
PLANS AND SPECIFICATIONS**

Policy 06-01 |

Reference: California Education Code Sections 17297 and 17304.
California Building Code (Title 24, Part 1) Section 4-318, CCR

Revised 09-01-06
Revised 06-27-06
Issued 06-12-06

Discipline: All

A policy is based on law and code objectives, addressing any aspect of DSA's plan & construction review program that is not clearly addressed by statute or regulations. Policy may specify administrative or technical requirements that are not currently addressed within Title 24, but are deemed necessary to fulfill DSA program objectives. DSA Policies are reviewed on a regular basis and subject to revision at any time.

Purpose: The purpose of this policy is to implement the statutory requirements of Section 17304 of the California Education Code and provide guidance pending revision of the regulations in Section 4-318 of Title 24, Part 1. The Education Code requires the creation of a copy (known as the Record Set) of the final approved set of plans and specifications, by the Department of General Services, at client expense.

1. POLICY (Effective September 1, 2006):

1.1 Documents Retained by DSA - After the plans and specifications have been approved by DSA they will be retained by the DSA Regional Office and an official Record Set made.

1.2 Return of Documents – Not later than five working days after the original documents are initialed and dated by DSA they will be made available for return to the client.

A Record Set Handling Instructions form ([DSA-145](#)) must be submitted to DSA at the time of the back check to instruct DSA staff on the method requested for returning the documents.

The documents may be picked up by the architect or engineer in general responsible charge or a representative.

Alternatively, the architect or engineer may provide an account number for one of the delivery services listed on the DSA-145 form for return of the drawings at client expense. DSA will package and label the documents and notify the service that they are ready for pick up.

1.3 Approval Letter - Not later than five working days after the documents have been approved, DSA shall issue the approval letter.

1.4 Expense – DSA is not currently charging for the creation of the Record Set, but reserves the right to do so in the future.